

## **Introduction**

Nepal Coffee Producers Association (NCPA) is the umbrella organization for all the Nepalese Coffee Organizations, businessmen & co-operatives involved in the coffee industry. It was established as a central committee in 2054 B.S. (1997) and since 2061 B.S. (2003) it has been running as an association. The association mainly works for institutional development, coffee production, processing technology, advertisement & marketing. It has been working jointly with the government of Nepal, private sectors, social organizations, and industrialists for policy development and implementation.

## **The objectives of NCPA**

- 1) To produce, process, and manage markets for coffee and help provide different short-term, mid-term, and long-term planning.
- 2) To provide necessary research work, trainings, field visit, etc. It also endorses coffee producers, professional organizations, and cooperatives to achieve an international standard in the production and processing of coffee.
- 3) NCPA is committed to bringing together participants in order to address sustainability issues in the coffee sector. Herewith, any organization or individual can join in this sector. Members of NCPA can be coffee farmers, importers, exporters, traders, roasters, and retailers as well as civil society organizations - such as non-governmental organizations, public institutions, research organizations, and individuals who are committed to the overall development of the coffee sector of Nepal.

## **Members will be grouped into the below types:**

### **Member type**

*Life time membership:* In this membership category membership fee is paid one time for individual and organizational membership category.

a) Individual Life time membership  
Fees Rs.25000/-

b) Organizational/Institutional Life time membership (Company/NGO/ Firm etc.)  
Fees Rs.150000/-

### **Member type**

*Farmer groups/Primary co –operatives:* In this category membership is based on the individual farmers groups and co-operatives who are involved in either coffee plantation or production of coffee.  
Fee Rs. 5000/-

*District Coffee Producers Association:* District Coffee Producers Association who has been involved coffee plantation, coffee production and value of coffee business register under the District Administration Office.  
Fees Rs.10000/-

*District Coffee Cooperative Union:* District Coffee Co-operative Union who has been involved in a coffee plantation, coffee production and value chain of coffee business register under the Cooperative Act 2048 and District Administration Office.

Fees Rs.10000/-

*Individual Medium Scale Farmers:* Farmers doing plantation above 20 and up to 100 ropani of land

Fees Rs.5000/-

*Individual Small Scale Farmers:* Farmers doing plantation upto 20 ropani of land

Fees Rs.2000/-

### **Member type**

#### *Company*

Definition: Coffee traders, exporters, importers: Organization who is involved in sell, buy, import and export of coffee beans either roasted or not. It also includes the roasters and café also.

a) Coffee Traders, Exporters and Importers

Fees Rs.20000/-

b) Café with Roasters

Fees Rs.15000/-

c) Roasters

Fees Rs.10000/-

d) Café

Fees Rs.5000/-

### **Member type**

#### *Coffee Orchard owner*

Definition: individual farmers, groups, companies that have invested in large-scale coffee plantations (above 100 ropani).

Fees Rs. 15000/-

### **Member type**

a) Individual small holder Farmers

Fee Rs. 500

b) Individuals- Individual personnel involved in coffee value chain

Fee Rs. 2000

c) Technician/Baristas-Individual personnel involved in coffee value chain

Fee Rs. 2000

### **Member type**

### *Civil Society Organizations*

Definition: Non-governmental organisations that are active in advocacy and/ or the implementation/ financing of sustainability programs/ projects related to coffee development.  
Fees Rs.25000/-

### **Member type**

*Institutions:* Research institute, Agricultural extension services and Training Institution

a) Research institute is defined as the institute who are engaged in the activities of research related to coffee value chain.

Fees Rs. 15000/-

b) Agricultural extension services member are those members who are engaged in supply of agricultural and machinery tools required for coffee plantation, processing and roasting.

Fees Rs. 15000/-

c) Training institute are those institutions that are providing vocational training program related to coffee like Barista Courses, Roasting Courses, Green Coffee and Sensory level courses.

Fees Rs. 15000/-

### **Required documents for membership**

- Photocopy of Citizenship
- PP size photo (2 PCS)
- Application for membership (indicating the type of membership)
- Company / Industry / Firm / Association / Cooperatives registration Certificate
- Documents revealing occupation, activities, and membership related documents
- Photocopy of VAT, PAN, and Tax Clearance certificate.
- Previous Year tax Certificate

### **Why become a member of NCPA?**

NCPA has had a long history of working directly with farmers, processors, and traders for a long time and has a chain of capable and certified technical members. Hence, the expertise and experiences of NCPA can be used at any given time and place by members who want to expand their knowledge and business in the coffee sector of Nepal.

Similarly, the association has time and again been providing technical assistance and training at various levels from the central to the field level. Hence members are always welcome to be a part of this program. NCPA has been actively participating in various national and an international exhibition related to coffee and has created an image of its own. Thus, members are always welcome to be a part of such events.

NCPA has been creating opportunities with international traders in all of its international exhibitions and hence these resources can be utilized by its members at any given time. It is an organization that has been actively involved in the coffee sector for more than three decades; therefore, any fellow members (individuals or civil society organizations) can have

access to resources related to the coffee sector for research as well as the implementation of projects related to the coffee sector.

Since NCPA is a growing organization, we believe that in the near future, we will create more job opportunities in this sector as well as provide small soft loans to individuals or groups to start up businesses related to the coffee sector. NCPA has the right and ownership of “The Himalayan Specialty Coffee” which is an internationally recognized logo. Hence our members can use this logo under the strict supervision of NCPA.

NCPA is also an active member of the Specialty Coffee Association (SCA) situated in the United States of America. Through the reference of NCPA, members can also apply for membership in the SCA. NCPA can also assist its member in having their product (Coffee) lab tested internationally to know more about their product and get an international certificate for their product.

Santosh Pokharel  
General Secretary  
Contact no: 9841465491  
Office: 01-4986270  
Email: [coffeeneal.org@gmail.com](mailto:coffeeneal.org@gmail.com)  
Web: [coffeeneal.org.np](http://coffeeneal.org.np)

PP size photo

## Membership Form (Individual only)

### सदस्यता फारम

Name (नाम):

Nationality (नागरिकता):

Citizenship no (नागरिकता नं):

Permanent Address (स्थायी ठेगाना):

Temporary Address (अस्थायी ठेगाना):

Occupation (पेसा):

Contact no (फोन नं):

Email Address (इमेल):

Membership Type (सदस्यता प्रकार):

Attached Documents checklist (आवाश्यक कागजात ) (Please (√) below)

SN	Documents	Yes	No
1	Photocopy of Citizenship / Document revealing Identity validity proved by Government) (नागरिकताको फोटोकपी / परिचय खुल्ने प्रमाणित कागजात)		
2	PP size photo (2 PCS) (फोटो 2 lk;)		
3	Application for membership (indicating the type of membership) (सदस्यता प्रकार / किस्म खुलाएर सदस्यताको लागी निवेदन)		
4	Company / Industry / Firm / Association / Cooperation registration Certificate (उद्योग/ कम्पनी/ फर्म/ संस्था/ समुह/ पेसा दर्ताको प्रमाणित कागजात)		
5	Documents revealing occupation, activities, and membership related documents (पेसागत परिचय खुल्ने प्रमाणित कागजात वा सो सम्बन्धि कार्य गरेको/ अध्ययन गरेको/ योग्यता प्रमाणित गर्ने कागजात वा सो सम्बन्धि सदस्यता प्रकारको प्रमाणित हुने आधिकारिक निकायको सिफारिस पत्र)		
6	Photocopy of VAT, PAN, and Tax Clearance certificate.( कर/ भ्याट /राजश्व /पान का निमित्त आर्थिक दायित्व खुल्ने प्रमाणित पत्रको प्रतिलिपी)		
7	Previous Year tax Certificate (गतवर्षको कर दाखिला तथा करचुक्ता विवरण पेशाको प्रमाणपत्र)		
8	Renewal of Membership(सदस्यताको नविकरण)		

Applicants Signature

Date(मिति): .....

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## Membership Form (For Organization/Company only)

### सदस्यता फारम

Organization / Company Name (कम्पनिको नाम):

Type of Company/Organization (कम्पनिको प्रकार):

Registration No (दर्ता नं):

Address (ठेगाना):

Contact No (फोन नं):

Contact Person (सम्पर्क ब्यक्ती):

Email Address (इमेल):

Website (वेब साइट):

Membership type(सदस्यता प्रकार):

Attached Documents checklist (आवाश्यक कागजात ) (Please (√) below)

SN	Documents	Yes	No
1	Photocopy of Citizenship / Document revealing Identity validity proved by Government) (नागरिकताको फोटोकपी / परिचय खुल्ने प्रमाणित कागजात)		
2	PP size photo (2 PCS) (फोटो 2 llk;)		
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4	Company / Industry / Firm / Association / Cooperation registration Certificate (उद्योग/ कम्पनी/ फर्म/ संस्था/ समुह/ पेसा दर्ताको प्रमाणित कागजात)		
5	Documents reveling occupation, activities, and membership related documents ( पेसागत परिचय खुल्ने प्रमाणित कागजात वा सो सम्बन्धि कार्य गरेको/ अध्ययन गरेको/ योग्यता प्रमाणित गर्ने कागजात वा सो सम्बन्धि सदस्यता प्रकारको प्रमाणित हुने आधिकारिक निकायको सिफारिस पत्र)		
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8	Renewal of Membership(सदस्यताको नविकरण)		

Applicants Signature

Date(मिति): .....

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